

May 30, 2013

Dear Consultant:

The **Land Clearance for Redevelopment Authority** is requesting the services of a consulting engineering/architecture firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 5 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with with **Land Clearance for Redevelopment Authority**. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 4:00 pm, (6/13/2013) at **1520 Market Street, Suite 2000, St. Louis, MO 63103**.

Sincerely,

Otis Williams
Deputy Executive Director
Saint Louis Development Corporation

<i>Saint Louis City, Washington Avenue Streetscape Improvements, Phase 3</i>	
Federal Aid No.:	STP-5402(709)
Location:	Washington Avenue, 7 th Street to Memorial Drive (west side)
Proposed Improvement:	Streetscape improvements, including replacement of sidewalks, new street furniture, lighting, improved intersections, etc. as described under the attached project scope.
Length:	0.30 miles
Approximate Construction Cost:	\$ 1,875,000.00
DBE Goal Determination	18%
Consultant Services Required:	<i>Design Engineering/Architecture, Construction Engineering and Inspection</i>
Other Comments:	<p><i>Additional information (full copy of grant application) regarding the project will be available at the following website:</i> http://www.stlouis-mo.gov/government/departments/sldc/documents/index.cfm under Informational Pages. From the beginning of the advertisement through 6/6/2013, technical questions can be emailed to Katie Waldman at WaldmanK@StLouis-MO.gov, and answers to technical questions will be posted by 6/7/2013 and made available only via the website above.</p> <p>Schedule: Final PS&E approval for this project must take place no later than June of 2014.</p>
Contact:	<p><i>Katie Waldman</i> 1520 Market Street, Suite 2000, St. Louis, MO 63103 (314) 657-3739 WaldmanK@StLouis-MO.gov</p>
Deadline:	4:00 pm, 6/13/2013
<p>Submit</p> <ul style="list-style-type: none"> Letter of interest should not exceed 5 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>Ten (10)</u> copies of the letter interest should be received at the address and by the time specified. 	

THE FOLLOWING INFORMATION SHOULD BE INCLUDED IN YOUR RESPONSE FOR EACH FIRM OR CONSULTANT TEAM:

1. Name, size, and description of firm. Names and experience of key personnel to be utilized for this project, including their length of service with the firm, specific project experience, and references.
2. Description of the proposed design process and approach to the work.
3. Overall types of services for which the firm is qualified.
4. Capacity and capability of the firm to respond on short notice to any assignment resulting from the selection. It is anticipated that design services will commence within 30 days of consultant selection, and be completed 60 days after completion of project construction.
5. Qualifications and experience in scope of services requested, including history of similar assignments.
6. Past record of performance with respect to ability to meet budgets, quality of work, and ability to meet schedules.
7. Names, addresses, and phone numbers of at least three (3) references associated with previous work experience.
8. Confirmation that the firm has current City of St. Louis business license.
9. Confirmation that the firm has the ability and willingness to meet MBE/WBE goals. State anticipated team structure that will meet utilization goals.
10. Evidence of the quality and quantity of the professional liability insurance covering the firm.
11. Anticipated project team for this project, including specific responsibilities for each team member.

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection, and submittal shall be in the same sequential format as follows:

1. Provide examples of five comparable projects that show the experience, qualifications, and technical competence of the **PRIME CONSULTANT** completed within the last five years for which your company was the designer of record. These projects should be complete or near completion. Include record of meeting the project schedule, project budget, and M/W/DBE goals for these projects. Provide start and completion dates and references with names, phone numbers, and e-mail addresses of owner's representative who is most knowledgeable of your firm's performance. Projects with incomplete information will not be considered toward the **PRIME CONSULTANT'S** experience.
Up to three points will be awarded for each applicable project. (0 to 15 points)
2. Present experience, qualifications, and technical competence of the **PROJECT MANAGER** relative to the five projects described in Item #1. List the Project Manager's experience in managing similar projects within the past five years if not directly associated with the firm submitting this proposal. Provide Project Manager's Professional Registration information including profession and license # **(Do not include copy of license.)**. Project Manager shall be a Professional Engineer registered in the State of Missouri.

Up to three points will be awarded for each applicable project. (0 to 15 points)

3. Present experience, qualifications, and technical competence of **EACH SUBCONSULTANT** on the team relative to five comparable projects completed within the last 5 years. Include a description of the exact role of the subconsultant and % of project completed by subconsultant. Provide start and completion dates. These projects must be complete or near completion. A maximum of 15 overall points may be awarded. (0 to 15 points)
4. Present your team's approach and any unusual issues/problems/difficulties anticipated. Present your team's understanding of special requirements, codes, and regulations pertinent to the project. Present your internal quality control procedures. (0 to 20 points)
5. Present a team organizational chart identifying each firm's role (including team member names) and responsibility in the project. Indicate availability of team members for the project. List the number of employees by employee classification for the prime and each subconsultant. (0 to 10 points)
6. The DBE plan will be evaluated for the feasibility of implementation as proposed. (0 to 5 points)

Once SOQ's are received, the Selection Committee will meet to evaluate the SOQ's and will select the best qualified firm to provide these services for the Authority.

RFQ Scope of Services

Street and Streetscape Improvements

The engineering responsibilities may include but are not limited to the following:
The preparation of Conceptual plans, Preliminary plans, Contract plans and Right of Way Plans. Design services may include, right of way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.

It is currently anticipated that the scope of public improvements will include the following items: surface treatment as necessary to effectively incorporate new pavement markings from 7th Street to the limits of asphalt paving associated with the City-Arch-River Project near the intersection of 4th Street and Washington Avenue; improved crosswalks at street intersections; improvement of current drainage problems (such as puddling at ramps); resetting of curbs (only as needed); replacement of sidewalk pavement possibly with stamped concrete; installation of wayfinding signage, installation of decorative, energy-efficient street and pedestrian lights meeting City lighting

specifications; installation of ADA compliant sidewalks and accessibility ramps at street intersections; installation of landscaping, installation of street furniture including trash/recycling facilities, benches, and bicycle racks (preferably of unique design); coordination of ADA accessibility requirements with conditions at existing building entrances; investigation of building basement vaults within the Right of Way, street trees with vault enclosures where the trees would fall within basement vaults, waterproofing and/or repair of building basement vaults to the extent they extend under the sidewalk area and require work as a function of these public improvements. Design services will include participation in multiple stakeholder/project-area building owner meetings to discuss design options allowed within the budget, and present the ultimate design approach to stakeholders. These stakeholder meetings will be facilitated by the LCRA and other involved entities. All drafts of work products, memoranda and summary reports shall be made available to the Authority for review and approval a minimum of five (5) working days prior to presentations, meetings and formal submissions. All work and the design and construction resulting from the work must comply with all MoDOT and federal requirements.

The Project Team must coordinate with existing enhancements, and with City-Arch-River Project, while advancing the goal of creating a continuous and identifiable image for this portion of the Washington Avenue Corridor, preferably with design elements emphasizing the area's strong connection to the Mississippi River.

Final PS&E approval for this project must take place no later than June of 2014.

Construction Inspection

Construction Phase: work with contractor on behalf of the Authority, assist with preconstruction conference, perform periodic site inspection, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction tests and inspections, be present during critical construction operations, work with Authority to do full time inspections and reporting and participate in final inspection.

Please see additional project information available at:

<http://www.stlouis-mo.gov/government/departments/slhc/documents/index.cfm>